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Proposed Charter

for the

County of Napa

**To be Submitted to the Electors of the County of
Napa, State of California, at a Special
Election to be held on**

TUESDAY, FEBRUARY 27, 1917

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Proposed Charter for the County of Napa

We, the people of the County of Napa, in the State of California, do ordain and establish this Charter for its government.

ARTICLE I.

Section One: The County of Napa, as it now exists, is a body politic and as such has all the power specified by the Constitution, the laws of the State of California, and by this Charter.

Section Two: The official name of the County shall be County of Napa. It must be thus designated in all actions and proceedings touching its rights, property and duties.

Section Three: The boundaries of said County shall remain the same as they are now, until otherwise changed in the manner provided by law.

Section Four: The powers mentioned in Section One shall be exercised by a Board of Supervisors, by Agents and Officers.

ARTICLE II. Board of Supervisors.

Section One: The County of Napa is hereby divided into five Supervisorial districts, the boundaries of which shall be and remain as they now are until otherwise changed in the manner provided by law.

Section Two: The County of Napa shall have a Board of Supervisors consisting of five members, each of whom shall be an elector of the Supervisorial district which he represents, must reside therein during his term of office, must have been a resident of the County for five years immediately preceding his election, and shall be nominated by the electors of the district which he is to represent and elected at large by the electors of the County of Napa. At the primary election in the Supervisorial district, the electors of the district shall vote for two candidates to be placed on the general election ballot, and only two candidates from each Supervisorial district shall be nominated at the primary election. The electors of the County, at such general election, shall make a choice of one candidate from each district.

Each Supervisor shall hold office for a term of four years and until the election and qualification of his successor.

Section Three: At the general election to be held in November, 1918, Supervisors shall be elected for the First and Third Supervisorial Districts, whose terms of office shall begin at noon on the first Monday after the first day of January, 1919.

Section Four: At the general election to be held in November, 1920, Supervisors shall be elected for the Second, Fourth, and Fifth Supervisorial Districts, whose terms of office shall begin at noon on the first Monday after the first day of January, 1921.

Section Five: The Board of Supervisors shall, at its first meeting in January of each year, elect a Chairman, who shall preside at all meetings. In case of his absence, or inability

to act, the members present must, by an order entered on its records, select one of their number to act as chairman pro tempore. A majority shall constitute a quorum, and no act of the Board shall be valid or binding unless three members concur therein. Any member of the Board of Supervisors may administer oaths when necessary in the performance of his official duties.

ARTICLE III. Powers and Duties of the Board of Supervisors.

Section One: The Board of Supervisors and each Supervisor shall have all the jurisdiction, and power which is now, or which may hereafter be granted by the Constitution and laws of the State of California, or by this Charter, except as limited in this Charter, and not in conflict herewith.

Section Two: It shall be the duty of the Board of Supervisors:

(a) At its first regular meeting, after noon of the first Monday after the first day of January, 1919, to appoint a Business Manager, and during the month of February following said first day of January, to appoint all the County Officers provided to be appointed by this Charter, or the general laws of the State of California, provided, that all other officers to be appointed by the Board of Supervisors shall be so appointed with the advice and approval of the Business Manager. Every four years thereafter, said Board of Supervisors shall appoint said Manager and other County Officers in the months of January and February, as herein provided.

(b) Before any officer elected or appointed hereunder qualifies, to fix the amount of bond required of such officer, and the manner of the approval thereof. The bond of any officer holding ex-officio offices must be made to cover liability for the faithful performance of the duties of all offices and must be one bond.

(c) To fix and regulate by Ordinance, the appointment and number of assistants, deputies, clerks, attaches, and other persons to be employed from time to time in the several offices of the County, and to prescribe the powers, duties, qualifications and compensation of such persons, the times at which and the terms for which they shall be appointed and the manner of their appointment and removal, except as herein otherwise provided; provided that one Deputy Sheriff shall reside at or near Yountville, and one at or near Monticello.

(d) To fix the compensation of County and Township Officers, which are now, or may hereafter be provided for by the Constitution, the general law, or this Charter, whose compensations are not fixed and provided for by this Charter.

Section Three: The Board of Supervisors must, upon application of the Business Manager, and when necessary therefor appears to it, authorize the appointment of such assistants to any County Office as may be required to carry out the necessary work of such County Office.

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ARTICLE IV.

County Officers Other Than Supervisors.

Section One: County officers other than members of the Board of Supervisors shall be, a Business Manager, a Purchasing Agent, a Sheriff, a County Clerk, a Treasurer, a Recorder, a Tax Collector, a License Collector, a Public Administrator, a Coroner, a Surveyor, a Road Engineer, an Auditor, an Assessor, a District Attorney, a Superintendent of Schools, a Probation Officer, a Superintendent of Charities, a Health Officer, a Horticultural Commissioner, a Medical Superintendent of the County Hospital, and such other officers as are now, or may hereafter be provided for by the Constitution, by the general laws, or by this Charter.

Section Two: The following offices are hereby consolidated:

(a) The Business Manager shall be ex-officio Purchasing Agent and Public Administrator.

(b) The Sheriff shall be ex-officio Coroner.

(c) The Assessor shall be ex-officio Treasurer, Tax Collector and License Collector.

(d) The Probation Officer shall be ex-officio Superintendent of Charities.

(e) The Road Engineer shall be ex-officio Surveyor.

Section Three: The District Attorney, County Clerk, Sheriff, Assessor and Recorder shall be elected in the manner provided by law.

Section Four: All other County officers shall be appointed as in this Charter provided.

Section Five: The term of office of each County Officer shall be four years; the term of office of all elective officers shall begin at noon on the first Monday following the first day of January, following their election; the term of office of the Business Manager shall begin on the first Monday after the first day of February following his appointment; the term of office of all officers appointed by the Board of Supervisors, under the provisions of this Charter, shall begin on the first Monday after the first day of March following their appointment. All officers subject to the provisions of this Charter, shall continue to discharge the duties of their offices after the expiration of their terms until their successors have been elected, or appointed and qualified.

Section Six: The monthly salaries of the County Officers shall be as follows:

(a) Members of the Board of Supervisors, the sum of Fifty Dollars.

(b) The Business Manager and ex-officio Purchasing Agent and Public Administrator, the sum of Two Hundred and Fifty Dollars.

(c) The Sheriff and ex-officio Coroner, the sum of Two Hundred and Twenty-five Dollars.

(d) The County Clerk, the sum of Two Hundred Dollars.

(e) The Recorder, the sum of Two Hundred Dollars.

(f) The Assessor and ex-officio Tax Collector, License Collector and

Treasurer, the sum of Two Hundred Dollars.

(g) The Road Engineer and ex-officio Surveyor, the sum of Two Hundred and Fifty Dollars.

(h) The Auditor, the sum of Two Hundred Dollars.

(i) The District Attorney, the sum of Two Hundred and Twenty-five Dollars.

(j) The Superintendent of Schools, the sum of One Hundred and Thirty-five Dollars. The Superintendent of Schools shall be allowed one Deputy at a salary of Seventy-five Dollars per month.

(k) The Probation Officer and ex-officio Superintendent of Charities, the sum of One Hundred Dollars.

(l) The Health Officer shall be allowed such compensation as may be fixed by the Board of Supervisors.

(m) The Medical Superintendent of the County Hospital, the sum of One Hundred and Fifty Dollars.

(n) The Horticultural Commissioner shall be allowed such compensation as may be fixed by the Board of Supervisors.

Section Seven: The salaries of all County officers, deputies, assistants, and stenographers, shall be paid to them on the first Monday in each month, except as otherwise provided in this Charter.

Section Eight: All fees, fines, and commissions of every kind or nature, collected by any County or Township Officer, Board, Commission, or employee, shall be paid into the County Treasury on the first Monday of each month, except as herein otherwise provided. The payment shall be accompanied by a detailed statement of the same in writing, a duplicate of which shall be filed with the Auditor at the same time.

Section Nine: Each County Officer shall be allowed, in addition to the salaries herein set forth, such actual and necessary expenses as are now payable to him under the provisions of the general law, or this Charter, except as in this Charter otherwise provided.

ARTICLE V. Township Officers.

Section One: The Board of Supervisors shall, by ordinance to be enacted during the year 1918, divide the County of Napa into two judicial Townships: The City of Napa and the Towns of Yountville and Monticello to be in one Township and the Towns of St. Helena, Calistoga, Rutherford and Oakville, to be in the other judicial Township. The balance of the County to be placed in each Township according to the convenience of the population. Said Ordinance to take effect at noon on the first Monday following the first day of January, 1919.

Section Two: There shall be one Justice of the Peace and one Constable for each judicial Township. The Justice of the Peace and Constable appointed for the Township in which the City of Napa is located, shall have and maintain their offices in the City of Napa. The Justice of the Peace and Constable appointed for the Township in which the Towns of St. Helena and Calistoga are located, shall have and maintain their offices

in either the Town of St. Helena or the Town of Calistoga, provided, however, that such Justice of the Peace shall sit and try cases in any part of his Township when convenience of witnesses and justice may require; provided further, however, that where both the plaintiff and defendant reside in, or within five miles of any of the Towns in the County of Napa, it shall be the duty of the Justice of the Peace, upon demand of any of the parties litigant in the action to hold court in and try the pending cause in such Town, unless the convenience of a majority of the witnesses will be best subserved by holding the court and trying the case elsewhere.

Section Three: Justices of the Peace and Constables shall be appointed by the Board of Supervisors at the time and in the manner other County Officers, other than Business Manager, are appointed.

Section Four: Justices of the Peace and Constables shall hold office for a term of four years from and after the first Monday following the first day of March following their appointment.

Section Five: The salary of the Justice of the Peace of the Township in which the City of Napa is located, shall be the sum of One Hundred and Twenty-five Dollars per month, and of the Justice of the Peace located in the other Township, the sum of Sixty Dollars per month.

Section Six: The salary of the Constable in each Township shall be the sum of Seventy-five Dollars per month.

Section Seven: The salaries so fixed shall be in full compensation for all services of said Justices of the Peace and Constables; provided, that each Constable shall be allowed to retain for his personal use all fees collected by him in Civil cases pending in Justices' Courts, and be paid the actual and necessary expenses of transferring prisoners after conviction, to the County Jail, which shall be paid out of the County General Fund.

Section Eight: Each Township officer shall be allowed, in addition to his salary, such expenses as are now payable to him under the provisions of the general law, or this Charter, provided that all such expenses shall be limited to actual and necessary expenses.

Section Nine: The salaries of Township Officers shall be paid at the same time, in the same manner, and out of the same fund as the salaries of County Officers.

Section Ten: Each Township Officer shall have the powers and perform the duties now or hereafter prescribed by general law, except as in this Charter otherwise provided.

Section Eleven: The Constable of each judicial Township shall be ex-officio Deputy Sheriff. Each Constable shall be subject to the orders of the Sheriff in all matters, and in addition to the duties required of Constables by law, the Constables shall serve civil processes within their respective Townships, or elsewhere, when required by the Sheriff so to do.

ARTICLE VI. County Schools.

Section One: There is hereby created a County Board of Education, which shall consist of five members, who shall be appointed by the Board of Supervisors at the same time other County Officers are appointed, but who shall hold office for a term of four years from and after the first Monday following the first day of March following their appointment; provided, however, that the five members of the County Board of Education, who shall be appointed in February, 1919, shall so classify themselves by lot, that two of them shall hold office for a term of two years only, and their successors shall be appointed in February 1921.

Section Two: It shall be the duty of the County Board of Education to meet in the office of the County Superintendent of Schools on the written call of the said Superintendent or of a majority of said members of the Board of Education. The first meeting shall be held on the first Monday following the first day of March, and a meeting shall be held on said day in March every four years thereafter. The County Superintendent of Schools shall be executive officer and ex-officio Secretary of the said Board.

Section Three: The members of the Board of Education, other than the Superintendent of Schools and the Deputy, shall receive as compensation for their services Five Dollars per day, not exceeding the sum of One Hundred and Twenty Dollars per year, and in addition thereto, their actual and necessary traveling expenses while attending to the duties of their offices.

Section Four: It shall be the duty of the County Board of Education:

(a) To appoint a County Superintendent of Schools. This officer must be a certified teacher, having a regular Elementary or High School certificate of the State of California, and who has had not less than five years' experience as a teacher or educational administrator, two years of which have been in the five years immediately preceding his appointment. He must reside in the County during his term of office.

(b) To appoint a Deputy Superintendent of Schools. The Deputy must be a certified teacher, having a regular Elementary or High School certificate of the State of California, who must have not less than three years' experience as a teacher or educational administrator, one year of which shall have been in the three years immediately preceding his appointment. He must reside in the County during his term of office.

(c) To remove any of its appointees for cause.

(d) The Board of Education shall have such powers and perform such duties as are now, or may hereafter be prescribed for it or granted to it by law, except as herein otherwise provided.

(e) It shall be the duty of the said Board of Education to fix the date upon which requisitions for furniture or supplies shall be submitted to the County Superintendent of

Schools by the Boards of Trustees of the several school districts.

Section Five: The general law shall apply to and govern the conduct of the schools of the County of Napa and the officers provided for the superintendence thereof, except as otherwise provided in this Charter.

Section Six: In addition to the duties prescribed by law, the County Superintendent of Schools shall:

(a) In person or by his Deputy, make a visit to each teacher in every school in the county at least twice each year, each visit to be of not less than three hours.

(b) To report twice each year to the Clerk of each School District, the condition of the school of that district.

(c) To print not to exceed five hundred copies of an annual report of the condition and standing of the schools of the County, the cost of which shall not exceed One Hundred Dollars per annum, and distribute them, one to each teacher and one to each School Trustee in the County.

(d) To act as Secretary and Executive Officer of the County Board of Education.

(e) To certify to the County Purchasing Agent, all school supplies and furniture needed in the County Schools for the ensuing year and to request said Purchasing Agent to purchase and supply the School Trustees of the several School Districts such supplies and furniture as shall be necessary for the use of said School Districts as determined from requisitions made by the Board of Trustees thereof. All requisitions for supplies and furniture so purchased and furnished must, before being filled, have endorsed thereon the approval of the Superintendent of Schools as to the necessity for such supplies and furniture, and the quantity thereof.

Section Seven: The Board of Trustees of the several School Districts of the County shall, at such time as may be fixed by the Board of Education, make requisitions upon the Purchasing Agent, through the County Superintendent of Schools for such supplies as in the judgment of the members thereof shall be needed for the ensuing year, and no supplies for a School District shall be furnished or paid for by the County except upon requisition made as in this Charter provided.

ARTICLE VII. Auditing and Accounting.

Section One: If not already provided, the Auditor shall on or before July first, 1919, inaugurate and install in each County and Township office, an up-to-date and modern system of accounting, so that the books of all County officers shall be of a uniform system.

Section Two: Each County and Township officer or employee who collects fees, fines or any money due the County, shall file with the Auditor, on or before the first Monday of each month, an itemized statement showing from what source the fees, fines, or other mon-

eys were received during the preceding month; and shall also include in his report an itemized statement of all expenses incurred by the said officer during the preceding month, including his salary and that of his deputies; and the Auditor shall not deliver to any officer, his warrant for his salary until he files said monthly report and pays all fees, fines and other money collected into the County Treasury.

Section Three: Each County officer shall file with the Auditor on or before July tenth of each year, an estimate of the amount that he will need to run his office for the fiscal year; and in no case shall he be permitted to expend more than is allowed his office in the budget, unless by a four-fifths vote, the Board of Supervisors shall permit him to exceed the amount estimated therein and said excess shall be drawn only from the County Officers' Emergency Fund.

Section Four: All reports of County and Township officers shall be made under a uniform system prescribed by the Auditor, and this report must be subscribed and sworn to before an officer authorized to administer oaths, and verified by the Auditor.

Section Five: The Auditor, annually after July tenth and before August first, shall make a report showing in total the monthly receipts of each officer, and an itemized statement of each officer's monthly expenses for the preceding fiscal year, together with all other expenses of the County government for the year.

In this report he shall also include the amount of the estimated expenses as submitted by each officer. He must also show therein the expenses of each officer for the two preceding fiscal years. He must also include therein the tabulated statement setting forth the sources and amount of all revenues received by the County.

Section Six: The Auditor must set forth in the annual report all indebtedness existing and outstanding against the County on the thirtieth day of June of each year.

Section Seven: The Auditor's annual report shall be accompanied by an estimate to be made by the Auditor and Business Manager of the probable expenditures of the County government for the current fiscal year, and shall set forth therein, in detail all the amounts and requirements of the several departments of the County government, showing specifically the amount necessary to be provided for each fund and department; also an estimate of the amount of income from fines, licenses, and other sources of revenue, exclusive of taxes upon property, and the probable amount required to be levied and raised by taxation.

Section Eight: The Auditor must set forth in his annual report, in addition to the matters hereinbefore set forth, the total assessed value of all property in the County, as shown by the last assessment roll, the tax rate as levied by the Board of Supervisors, the actual amount of taxes paid into the County, the total amount of delinquent taxes remaining

unpaid on the thirtieth day of April of that year, and the total amount of taxes proposed to be raised.

Section Nine: When the Auditor and Business Manager have completed their annual budget they shall submit it to the Board of Supervisors at its meeting in August for approval. In passing upon the estimate, the Board of Supervisors may eliminate or reduce the amount of any item, but in no case may it increase the estimates made by the Auditor and Business Manager, or provide for other expenditures, except as herein otherwise provided, though it may request those officers to reconsider their estimate on any particular item thereof. If the Auditor or Business Manager for good reason raise the estimate, then the Board may adopt the raised estimate.

Section Ten: In making up the budget, a County Officers' Emergency Fund, not to exceed Five Thousand Dollars, shall be maintained. This fund may be drawn upon in emergencies, but only after a resolution of approval by four-fifths vote of the Board of Supervisors. The fund must be maintained solely for the use of County officers other than the Board of Supervisors.

Section Eleven: In making up the budget, a Supervisors' Emergency Fund, not to exceed Ten Thousand Dollars shall be maintained. This fund may be drawn upon in emergencies only upon a resolution of approval by a four-fifths vote of the Board of Supervisors.

Section Twelve: The Board of Supervisors may provide a Bridge and Permanent Road Fund not to exceed Twenty-five Thousand Dollars in any one year, out of the general County revenues, for the construction of bridges and permanent roads.

Section Thirteen: The Auditor shall have his annual report printed in pamphlet form, in a number to be designated by the Board of Supervisors. One copy of said report must be filed with the Board of Supervisors, one with the Grand Jury, one with the Judge of the Superior Court, and the balance shall be for general distribution.

Section Fourteen: No claims against the County shall be allowed by the Board of Supervisors, or paid unless they have been checked by the Auditor and until they have his approval endorsed thereon in writing.

ARTICLE VIII.

Business Manager, ex-Officio Purchasing Agent and Public Administrator.

Section One: It is hereby made the duty of the Business Manager, subject to regulation and control by the Board of Supervisors, to exercise general supervision over the official conduct of all County officers, and officers of all districts and other subdivisions of the County charged with assessing, collecting, safe-keeping, managing or disbursing of public revenues; also over County institutions, buildings and property, and to make a report to the Board from time to time with such recommendations as he shall deem proper. He

shall be ex-officio County Purchasing Agent and shall perform the duties of the office as prescribed in this Charter. He shall devote his entire time during usual office hours to the duties of his office. He shall have an office in the Court House and shall be in attendance at such office during usual office hours, except when elsewhere engaged in the performance of his official duties.

Section Two: Subject to regulation and direction of the Board of Supervisors, it shall be the duty of the Purchasing Agent to purchase from time to time, all supplies, materials, or property of every kind for use in or by every department, or office of the County.

Section Three: He shall furnish and supply to all County, Township or District officers, supplies, materials, or other property on the requisition of the officer desiring to use the same and in such quantity as such Purchasing Agent shall deem necessary; said requisition to be endorsed by the Auditor as herein required, or as otherwise provided in this Charter.

Section Four: No County, Township, or District officer shall contract for, or purchase any supplies, materials, or other property of any kind for his use as such officer, or for use in, or pertaining to his office, except by and through the Purchasing Agent, and in the manner hereinprovided.

Section Five: Whenever any such officer shall require any supplies, materials, or other property of any kind for his use as such officer, or for use in or pertaining to his office, he shall make and present to the Auditor, a written requisition for the same. The Auditor shall thereupon examine such requisition and endorse thereon his approval or disapproval in whole or in part and charge the same against the budget allowance of such officer and deliver the same to the Purchasing Agent. If such officer has exhausted his budget allowance, the said requisition shall be presented to the Board of Supervisors for allowance out of the proper Emergency Fund. If such requisition be allowed in whole or in part, the Purchasing Agent shall, thereupon make such purchases as may be necessary to fill the same and shall deliver the article so allowed, together with an invoice of the same, to the officer making the requisition, and deliver a duplicate of such invoice to the Auditor.

Section Six: The Business Manager and Purchasing Agent, acting in conjunction with the Auditor, must have prepared, on the first day of July of each year, a complete inventory of all property owned by the County. All property of every kind and description purchased for the County during the year, and not consumed, must be listed and included in the inventory. Each year this inventory shall be checked by the Auditor to see if all property shown in the inventory of the preceding year is on hand. If there is any property missing, the Auditor must report the same to the Board of Supervisors to have an investigation made by the Sheriff and District Attorney to locate said property or to see what disposition has

been made of the same, and to take proper action in regard thereto.

Section Seven: He shall sell all County property condemned by the Board of Supervisors, either at public auction or private sale, as directed by the Board of Supervisors.

Section Eight: He shall account for all County property to his successor.

ARTICLE IX. Road Department.

Section One: All laws of the State of California now in force or to be hereafter enacted, relating to the formation of Road Districts for the care, maintenance and repair of roads, highways, and bridges, for the incurring of a bonded indebtedness for such work and the payment of such indebtedness by the levy and collection of taxes in such Districts, shall be in full force and effect in the County of Napa, except in so far as the same shall be otherwise provided in this Charter.

Section Two: The Road Engineer and ex-officio Surveyor shall be a Civil Engineer and shall have had, prior to his appointment, at least two years practical experience in road construction.

Section Three: The Road Engineer and ex-officio Surveyor shall, under the direction and supervision of the Board of Supervisors, have complete direction and control over all construction, improvement, maintenance and repair of County roads, highways and bridges.

Section Four: The Road Engineer and ex-officio Surveyor shall:

(a) Devote his entire time to the performance of his duties, to the exclusion of all other business occupations; he shall not be directly or indirectly interested in any contract or works, nor shall he be so interested in the purchase of any supplies, tools, or materials of any kind used in carrying out any of his duties under the provisions of this Charter.

(b) Prepare annually a proper budget showing in detail the needs of the County for construction, improvement, maintenance or repair of County roads, highways and bridges for the ensuing fiscal year, and submit the same to the Auditor and Business Manager on or before July tenth.

(c) Make all surveys, maps, plans, specifications and estimates necessary or required for the construction, improvement, maintenance and repair of the County highways and bridges.

(d) Examine and inspect the work performed on such roads, highways and bridges, and report to the Board of Supervisors as to whether or not the work has been done in accordance with the plans and specifications and contracts therefor.

(e) Approve and certify to the progress, estimates and allowance for work performed under all contracts for the construction, improvement, maintenance or repair of County roads, highways, and bridges.

(f) Inspect or cause to be inspected, all County roads, highways and bridges within the County, and under the general direction of the Board of Supervisors, keep such

roads, highways, and bridges clear of obstructions and in good repair; employ all men, teams, sprinkling wagons and all help necessary therefor, when the same is not let by contract, and report to the Board of Supervisors with respect to such inspection and such work from time to time as required by said Board; certify to the correctness of all pay rolls for work done by day labor on County roads, highways, and bridges.

(g) Have control and management under the general supervision of the Board of Supervisors of all County rock quarries, oil pits and depots, gravel pits and other materials, property, implements, instruments, tools, machinery and other appurtenances necessary for the construction, improvement, maintenance and repair of County roads, highways, and bridges, and the plans therefor.

(h) Make a written report to the Board of Supervisors at their regular meeting each month, in which he shall state the amount and character of work done during the preceding month, the progress of any contracts under way, approximate cost of the work, and matters of interest pertaining to the same. In this report he shall call the attention of the Board of Supervisors to any repairs or construction work he deems important to have made or done, and make recommendations therefor, and inform and advise the Board of Supervisors of all matters pertaining to the public roads, highways, streets, bridges or other public work, which in his judgment should be brought to their attention. This report shall contain the recommendation of acceptance or rejection of any public work completed, and all official announcements or statements which the Engineer is required to make to the Board.

(i) During the calendar year 1919, to classify impartially the public highways of the County as "Main County Roads," "Secondary County Roads," and "County-by-roads." He shall compute the total mileage contained in the respective classes. The Main County Roads shall be called "Class A" roads and shall be named. The Secondary County Roads shall be called "Class B" roads, and shall be numbered. The County-by-roads shall be called "Class C" roads; keep a road register properly indexed, in which shall be entered the names, numbers, class, length, and a brief description of each and every public road and bridge in the County.

(j) Perform such other duties pertaining to the construction, improvement, maintenance or repair of County roads, highways and bridges as the Board of Supervisors shall prescribe.

(k) He shall have supervision, charge and control of all rivers and streams within the County, and the clearing of obstructions therefrom to prevent overflow of the waters thereof.

Section Five: The Board of Supervisors shall appoint and employ such district foremen and assistants to the Road Engineer as may be

needed from time to time, and fix their compensation. Such appointments shall be made only upon the recommendation of the Road Engineer. The compensation of such district foremen shall be paid from the road funds of the district or districts in which said foremen are employed. The compensation of assistants to the Road Engineer shall be paid out of the Salary Fund.

Section Six: The Road Engineer shall make requisition upon the Purchasing Agent for all tools, implements, machinery, materials and supplies required to carry out the provisions of this Charter and his work thereunder, and said requisition shall state plainly the estimated cost of the article or articles to be purchased. He shall approve all claims for the same before such claims are audited and passed by the Board of Supervisors. He shall be the custodian and be responsible for all equipment under his control. All such property shall be stored and protected from the weather when not in use. An inventory of all property in his custody shall be made annually and kept on file in the office of the Road Engineer.

Section Seven: No claims against the County for work done on its roads, highways, streets, bridges, aqueducts or in connection with the same, or for materials, supplies, implements, or machinery used for or in connection therewith, shall be passed by the Board of Supervisors or paid for by the Treasurer of the County unless they shall have endorsed thereon the written approval of the Road Engineer and the Auditor.

Section Eight: The Board of Supervisors shall provide for and assign to the Road Engineer and his assistants, a suitable office or offices in the Court House or some place conveniently located with reference thereto, together with all office tools, implements and other equipment necessary for the performance of the duties herein prescribed.

ARTICLE X.

Board of Appraisers.

Section One: There is hereby created a County Board of Appraisers. It shall consist of five members, to be appointed by the Board of Supervisors at the time other officers are appointed, one from each Supervisorial District. Each member thereof shall be a qualified elector of the district in which he resides, shall be a freeholder thereof, and shall hold office for a term of four years.

Section Two: It shall be the duty of the Board of Appraisers to appraise the real property of the County of Napa at its full cash value, once every four years; to make a full and complete written report thereof to the Assessor and the Board of Supervisors. In doing said work of appraisal, the Board of Appraisers shall work in conjunction with the Assessor, but said Assessor must adopt all appraisements made by the Board.

Section Three: The compensation of each of said Appraisers shall be Seven Dollars and Fifty Cents per day, not exceeding sixty days for each

appraisement period together with all actual and necessary traveling expenses. In addition thereto, the Board of Appraisers shall be allowed such supplies as shall be necessary for the performance of its work, and shall be provided with an office in the County Court House, when needed.

ARTICLE XI.

Charities.

Section One: There is hereby created the office of Superintendent of Charities.

Section Two: It shall be the duty of the Superintendent of Charities to receive all petitions for County and State aid, to investigate and report on same to the Board of Supervisors, and no petition for County or State aid shall be granted by the Board of Supervisors until it has considered and acted upon the report of the Superintendent of Charities accompanying said petition.

Section Three: The Superintendent of Charities shall receive, in addition to the salary hereinbefore provided for, his actual and necessary traveling expenses while performing the duties of his office.

ARTICLE XII.

Miscellaneous.

Section One: Any officer may be removed by a four-fifths vote of the Board of Supervisors, whenever the Business Manager or any of the Board of Supervisors shall file written charges against such officer. Such charges shall be in detail and must relate to his lack of qualifications to fill the office, his manner of caring for the duties of his office, or his integrity, provided, that a Supervisor may be removed only by the electors of the County.

Section Two: The compensation of any elective or appointive County or Township officer shall not be increased or decreased during the term for which he was elected or appointed, nor within six months preceding his election or appointment.

Section Three: All officers of the County of Napa except the Auditor, Business Manager, Road Engineer and Medical Superintendent of the County Hospital, must be electors and residents therein; the Auditor, Business Manager, Road Engineer and Medical Superintendent of the County Hospital must reside in the County of Napa during their terms of office.

Section Four: The District Attorney shall act as the legal advisor and perform all legal services for the proper administration of the office of the Public Administrator.

Section Five: The Probation Officer shall be appointed in the manner now or hereafter provided by law.

Section Six: Should the system of voting known as the "Preferential System of Voting" be adopted by the Legislature of the State for the purpose of electing officers of the several counties, then the members of the Board of Supervisors, and other elective officers hereunder shall be elected by the electors of the County at large under that system as so adopted.

Section Seven: The Medical Superintendent of the County Hospital

shall be a regularly licensed physician and shall, during his term of office reside at the County Hospital, and shall have immediate charge, supervision and management of the Hospital, and shall care for all patients therein and in the County Jail. He shall be furnished an adequate residence for himself and family and they shall be provided with necessary food for their ordinary daily life and sustenance.

Section Eight: Nothing in this Charter shall be construed to affect the tenure of office of any of the elective officers of the County or Townships thereof in office at the time this Charter goes into effect, and such officers shall continue to hold their respective offices until the expiration of the term for which they were elected, unless sooner removed in the manner provided by law. But the successors of each and all of such officers shall be elected or appointed as in this Charter provided, and not otherwise.

Section Nine: Beginning with the fiscal year 1917-1918, the total amount that may be raised by the Board of Supervisors by assessment and taxation of the property on the assessment roll of the County shall not exceed the sum of Two Hundred and Sixty Thousand Dollars in that fiscal year, and each fiscal year thereafter the amount raised by assessment and taxation shall not exceed three per cent. above the amount raised during the previous fiscal year, provided that if it is not necessary to raise said amount above named in said fiscal year, said amount may be raised in any subsequent fiscal year, and provided, that in case of an emergency, the Board of Supervisors, by unanimous vote, may exceed the amount so fixed. The term "emergency" as used in this Section shall be limited to an act of God, such as flood, fire, earthquake, or of the public enemy, which necessitates the replacement of County property destroyed; and provided further, that nothing herein shall be construed to affect the right of the Board of Supervisors to levy all necessary special taxes for school purposes in the several school districts of the County.

Section Ten: The Board of Supervisors shall have power to levy and collect taxes, in addition to the taxes herein authorized to be levied and collected, sufficient to pay the interest and maintain the sinking fund of any bonded indebtedness of the County, or any district therein, and to levy and collect special taxes whenever authorized by the people of the County at any general County election, by a majority vote of the electors voting thereon. At any such election the Board of Supervisors may be authorized to levy a special tax each year for a period not exceeding five years, in all, for any permanent County improvement.

Section Eleven: All Ordinances of the County of Napa in force at the time this Charter takes effect, and not in conflict with the provisions hereof, shall continue to remain in full force and effect until amended or repealed.

Section Twelve: The provisions of the general laws of the State of California relating to the initiative, referendum and recall, as they now exist, or may hereafter be amended, are hereby made a part of this Charter.

Section Thirteen: Words used in this Charter in the masculine gender include the feminine, and words used in the singular include the plural.

Section Fourteen: The Constitution and general law of the State of California shall apply to all matters not provided for in this Charter.

Section Fifteen: If any Article, Section, or part of this Charter shall be for any reason judicially determined to be invalid, such invalidity shall not affect the remaining portions hereof.

Section Sixteen: This Charter shall take effect and be in force at noon, on the first Monday after the first day of January, 1919, after its approval by the Legislature of the State of California, except as herein otherwise provided. The first election of officers hereunder shall be in 1918.

We, the undersigned, members of the Board of Freeholders of the County of Napa, State of California, elected at a special election held in said County on the eighth day of September, 1916, to prepare and propose a Charter for said County in accordance with the provisions of Section 7½ of Article XI, of the Constitution of the State of California, have prepared, and we do hereby propose the foregoing as a Charter for said County.

In witness whereof, we have hereunto affixed our names this 4th day of January, 1917.

WALLACE RUTHERFORD,
Chairman.
FRANK L. HUNT,
Secretary.
FRANK L. GORDON.
M. H. SIMONS.
B. F. STETSON.
JOHN G. REDFIELD.
CHAS. A. DAVIS.
H. H. SAWYER.
CHAS. W. ARMSTRONG.
H. L. BELL.

State of California, ss.
County of Napa.

I, N. W. Collins, County Clerk in and for the County of Napa, State of California, and ex-officio Clerk of the Superior Court in and for said County, do hereby certify the foregoing to be a full, true and correct copy of Proposed Charter, of Napa County, as the same appears of record in my office, with the original of which said copy has been compared by me, and is a true transcript therefrom.

In witness whereof I have hereunto set my hand and affixed the Seal of said Court, at my office in the City of Napa, this 12th day of January A. D., 1917.

[Seal.] N. W. COLLINS,
County Clerk and ex-officio Clerk of
the Superior Court.

Endorsed. Filed January 4, 1917.

N. W. COLLINS, Clerk.
By JAMES A. DALY,
Deputy Clerk.



